

Posted: _____

Remove: _____



Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

Administration Department
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Agenda

New Castle Town Council Regular Meeting Tuesday, January 17, 2023, 7:00 PM

Starting times on the agenda are approximate and intended as a guide for Council.
The starting times are subject to change by Council, as is the order of items on the agenda.

Virtual Meetings are subject to internet and technical capabilities.

[To join by computer, smart phone or tablet click HERE](#)

If you prefer to telephone in:

Please call: 1-346-248-7799

Meeting ID: 709 658 8400

Follow the prompts as directed. Be sure to set your
phone to mute until called on

The Council Packet is available [HERE](#)

Call to Order

Pledge of Allegiance

Roll Call

Meeting Notice

Conflicts of Interest

Agenda Changes

Citizen Comments on Items not on the Agenda

-Comments are limited to three minutes-

Consultant Reports

Consultant Attorney

Consultant Engineer

Items for Consideration

A. Police Department Update - Police Chief Chuck Burrows [page 3](#)

B. Town Evacuation Plan Update - Administrative Assistant Rochelle Firth & Town Administrator Dave Reynolds [page 9](#)

C. Executive session for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) (land use, tax, and real estate issues); for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instruction negotiators under C.R.S. Section 24-6-402(4)(e); and to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a)

Consent Agenda

Items on the consent agenda are routine and non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a council member or citizen requests it, in which case the item will be removed from the consent agenda.

[Spirits](#) of New Castle Retail Liquor License Renewal [page 10](#)

[December 6, 2022 minutes](#) [page 13](#)

[December 20, 2022 minutes](#) [page 21](#)

January 3, 2023 minutes

Staff Reports

Town Administrator

Town Clerk

Town Treasurer

Town Planner

Public Works Director

Commission Reports

Planning & Zoning Commission

Historic Preservation Commission

Climate and Environment Commission

Senior Program

RFTA

AGNC

GCE

EAB

Council Comments

Adjourn



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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item – Update from Police Chief Burrows
Date: 01/17/2023

Purpose:

The purpose of this agenda item is to allow time for Police Chief Burrows to update Town Council regarding activities within the New Castle Police Department. Chief Burrows report may include items such as: fleet updates, staffing levels, officer trainings, call types and volumes, concerns (if any) regarding activities in town, general welfare of the department, interactions with other area departments, and more.

Based on a recent Town Council suggestion, Chief Burrows has also been tasked with learning more about Senate Bill 15-053 which expanded the use of the life saving drug naloxone (NARCAN), and the use of this product by Police Officers, with the possible expansion of its use or availability through other town departments. Chief Burrows will be prepared to comment on what he has learned.



Naloxone Standing Orders

Colorado Department of Public Health and Environment,
Law Enforcement Officers, February 2017

Background

In April 2015, Colorado passed a new law, Senate Bill 15-053, expanding access to the life-saving drug naloxone, which is used to reverse overdoses to narcotic drugs, such as certain prescription medications and heroin. As a result of the new law, a physician - or any medical professional with prescriptive authority - can write a standing order for naloxone that can be dispensed by other designated individuals (such as pharmacists and harm reduction organizations).

With these standing orders, pharmacists and harm reduction organizations can now provide naloxone to those who might benefit from it the most including:

- A family member, friend or other person in a position to assist a person at risk of overdose
- An employee or volunteer of a harm reduction organization.
- A first responder
- An individual at risk of overdose.

As a licensed physician in Colorado, the Chief Medical Officer of the Colorado Department of Public Health and Environment (CDPHE) may issue standing orders for naloxone prescriptions to be filled by law enforcement officers, to help expand statewide naloxone access to those who need it most.

Standing Order Information

Law enforcement officers can contact cdphe_naloxone@state.co.us to request a Standing Order for naloxone prescriptions. Attached is a template standing order that will be used by CDPHE in response to these requests. These standing orders are intended **law enforcement officers** that do not have their own medical providers. Those who do have affiliated medical providers should use their prescriptive authority and signature to create their own standing orders.

STANDING ORDERS FOR NALOXONE DISTRIBUTION FOR OVERDOSE PREVENTION

Law Enforcement Officer Orders - February 2017

Naloxone/Narcan is indicated for the reversal of opioid overdose induced by natural or synthetic opioids in the setting of respiratory depression or unresponsiveness. It should not be given to anyone known to be hypersensitive to naloxone hydrochloride. It may be delivered intramuscularly with a needle or intranasally with a mucosal atomizer device.

This standing order covers the possession and distribution of naloxone kits, to include naloxone hydrochloride, intramuscular syringes, injection supplies, nasal atomizers, or commercial naloxone auto-injectors and any other naloxone product approved for opioid overdose treatment, as long as appropriate training is given.

This standing order authorizes ___ in the state of Colorado to possess and distribute naloxone/narcan kits for the purpose of dispensing them, in accordance with the attached Protocol, to any of the following:

- a person at risk of experiencing an opiate-related overdose,
- a family member, friend, or other person in a position to assist a person at risk of experiencing an opiate-related overdose, or
- a first responder or employee or volunteer of a harm reduction organization.

Order to Dispense

Upon satisfactory assessment, as described in the attached Protocol, that the person to receive the naloxone is a person at risk of experiencing an opiate-related overdose or a family member, friend, or other person in a position to assist a person at risk of experiencing an opiate-related overdose, **and** upon completion of training regarding recognizing and responding to suspected opioid overdose, dispense one naloxone kit.

Intramuscular naloxone kits contain the following at a minimum:

Two single-use 1ml vials naloxone hydrochloride (0.4 mg/ml) Two intramuscular needle syringes
Overdose prevention information pamphlet
Step-by-step instructions for administration of intramuscular naloxone

Intranasal naloxone kits contain the following at a minimum:

Two 2 ml Luer-Jet Luer-lock syringes prefilled with naloxone hydrochloride (2mg/2ml)
Two mucosal atomization devices
Overdose prevention information pamphlet
Step-by-step instructions for administration of nasal naloxone

Auto-injector kits contain the following at a minimum:

Naloxone HCL 0.4 mg/ml- pre-packaged kits (Evzio, NDC 60842-030-01) containing 2 auto-injectors with audio instructions and 1 training device
Step-by-step instructions for administration of naloxone via auto-injector

Intranasal Narcan kits contain the following at a minimum:

One NARCAN® carton containing two blister packages each with a single NARCAN® Nasal Spray (single 4 mg dose of naloxone hydrochloride intranasal spray)
Overdose prevention information pamphlet
Step-by-step instructions for administration of NARCAN®

STANDING ORDERS FOR NALOXONE DISTRIBUTION FOR OVERDOSE PREVENTION 2/2017

Directions for Use

1. Call 911 as soon as possible for a person suspected of an opioid overdose with respiratory depression or unresponsiveness, and initiate rescue breathing.

2. Administer naloxone as follows:
 - Intramuscular Naloxone:
 - Uncap the naloxone vial and uncap the muscle needle-syringe
 - Insert the muscle needle through the rubber membrane on the naloxone vial, turn the vial upside down, draw up 1cc of naloxone liquid, and withdraw the needle
 - Insert the needle into the muscle of the upper arm or thigh of the victim, through clothing if needed, and push on the plunger to inject the naloxone
 - Repeat the injection if there is no response after three minutes

 - Intranasal Naloxone:
 - Pop off two colored caps from the delivery syringe and one from the naloxone vial
 - Screw the naloxone vial gently into the delivery syringe
 - Screw the mucosal atomizer device onto the top of the syringe
 - Spray half (1 ml) of naloxone in one nostril and the other half (1 ml) in the other nostril
 - Repeat if there is no response after three minutes

 - Auto-injector Naloxone:
 - Pull auto-injector from outer case Pull off red safety guard
 - Place the black end of the auto-injector against the outer thigh, through clothing if needed, press firmly and hold in place for 5 seconds
 - Repeat if there is no response after three minutes

 - Narcan:
 - Peel foil
 - Hold with index and middle fingers on either side, thumb on plunger
 - Do not prime plunger
 - Insert nasal atomizer until backs of fingers are against nostril
 - Push plunger until it stops
 - Give rescue breaths
 - If no response in 3-5 minutes, use additional atomizer in other nostril

3. Continue rescue breathing and monitor respiration and responsiveness of the naloxone recipient until emergency help arrives.

Larry Wolk, MD, MSPH
Chief Medical Officer

Date

PROTOCOL FOR NALOXONE STANDING ORDER

Indications and Usage

Naloxone is indicated for the complete or partial reversal of opioid overdose induced by natural or synthetic opioids and exhibited by respiratory depression or unresponsiveness.

Assessment

Subjective Findings

- Individual is at risk of experiencing an opiate-related overdose or is in a position to assist a family member, friend, or other person at risk of experiencing an opiate-related overdose.
- Individual reports no known sensitivity or allergy to naloxone hydrochloride.

Objective findings

- Client is oriented to person, place, and time and able to understand and learn the essential components of overdose response and naloxone administration.

Provider Actions

- Screen individual for contraindications/precautions to prescription or dispensing.
- If a contraindication/precaution exists, refer individual to medical provider for evaluation.
- Provide opioid overdose training information/resources or referral to training (links to free educational materials are available on CDPHE's website). Opioid overdose training for the individual shall cover the following at a minimum:
 - Risk factors for opioid overdose and possible prevention actions
 - Recognition of opioid overdose
 - Calling 911
 - Rescue breathing
 - Administration of naloxone as described in Standing Order
- Law enforcement officer will dispense naloxone kit and explain contents to individual.
- Law enforcement officer is encouraged to log all dispensed kits on a form approved by the ordering physician.
- Provide information and/or referral for substance abuse or behavioral health treatment options.

Follow Up Requirements

- Instruct individual/parent/guardian to call medical provider if questions, concerns or problems arise.

- Instruct individual/parent/guardian to return for refill as needed, subject to use and expiration of naloxone (18 months).
- Encourage opioid user to communicate with primary care provider regarding overdose, use of naloxone, and availability of behavioral health services.

Contraindications

- Patients known to be hypersensitive to naloxone hydrochloride.

Precautions

- Pre-existing cardiac disease or seizure disorder
- Persons who are known or suspected to be physically dependent on opioids (including newborns of mothers with narcotic dependence)
 - Note that reversal of narcotic effect will precipitate acute abstinence syndrome.
- Use in Pregnancy
 - Teratogenic Effects: pregnancy category C, no adequate or well-controlled studies in pregnant women.
 - Non-teratogenic Effects: Pregnant women known or suspected to have opioid dependence often have associated fetal dependence. Naloxone crosses the placenta and may precipitate fetal withdrawal symptoms as well.
- Nursing Mothers: caution should be exercised when administering to nursing women due to transmission in human milk. Risks and benefits must be evaluated.
- Geriatric Use: choose lower range doses taking precautions for potential decreased hepatic, renal and cardiac function, as well as, concomitant disease and other drug therapy.

Adverse Reactions

- Adverse reactions are related to reversing dependency and precipitating withdrawal and include fever, hypertension, tachycardia, agitation, restlessness, diarrhea, nausea/vomiting, myalgias, diaphoresis, abdominal cramping, yawning, sneezing.
 - These symptoms may appear within minutes of Naloxone administration and subside in approximately 2 hours.
 - The severity and duration of the withdrawal syndrome is related to the dose of Naloxone and the degree of opioid dependence.
- Adverse effects beyond opioid withdrawal are rare.



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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item – Emergency Evacuation Plan Update
Date: 01/17/2023

Purpose:

The purpose of this agenda item is to update Town Council regarding steps being taken and work being accomplished by Town staff in order to develop an emergency evacuation plan. The objective of this plan is to inform residents of the measures that are in place and steps that may be followed in case of a major emergency. The plan may also act as an available tool for incident commanders, first responders, and staff as they coordinate efforts in order to determine the best available evacuation measures during a major emergency.

Submit to Local Licensing Authority

**SPIRITS OF NEW CASTLE
 PO BOX 105
 New Castle CO 81647**

Fees Due		
Renewal Fee		277.50
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	\$
Related Facility - Campus Liquor Complex	\$160.00 per facility	\$
Amount Due/Paid		\$ 277.50

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name K2 SPIRITS INC		Doing Business As Name (DBA) SPIRITS OF NEW CASTLE	
Liquor License # 07-92463-0000	License Type Liquor Store (city)		
Sales Tax License Number 07924630000	Expiration Date 02/27/2023	Due Date 01/13/2023	
Business Address 302 WEST MAIN STREET New Castle CO 81647			Phone Number 9709843225
Mailing Address PO BOX 105 New Castle CO 81647		Email wirt+kristi@aol.com	
Operating Manager Kristi Wirt	Date of Birth 6/8/64	Home Address 115 Current Dr, NewCastle 81647	Phone Number 970 984-3163
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Rented* *If rented, expiration date of lease _____			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes No

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes No

Affirmation & Consent		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.		
Type or Print Name of Applicant/Authorized Agent of Business	Title	
Kristi Wirt	Pres	
Signature	Date	
<i>Kristi Wirt</i>	11/28/22	
Report & Approval of City or County Licensing Authority		
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.		
Therefore this application is approved.		
Local Licensing Authority For	Date	
Signature	Title	Attest

Tax Check Authorization, Waiver, and Request to Release Information

I, Kristi Wirt am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of Spirits of New Castle (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>K2 Spirits Inc dba Spirits of New Castle</u>		Social Security Number/Tax Identification Number <u>20-5888037</u>	
Address <u>302 W Main St, PO Box 105</u>			
City <u>New Castle</u>		State <u>CO</u>	Zip <u>81647</u>
Home Phone Number <u>970 984-3163</u>		Business/Work Phone Number <u>970 984-3225</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Kristi Wirt</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Kristi Wirt</u>			Date signed <u>11/28/22</u>

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

1 **New Castle Town Council Regular Meeting**
2 **Tuesday, December 06, 2022, 7:00 PM**

3
4 **Virtual Meetings are subject to internet and technical capabilities.**

5
6 To join by computer, smart phone or tablet:

7 <https://us02web.zoom.us/j/7096588400>

8 If you prefer to telephone in:

9 **Please call: 1-346-248-7799**

10 **Meeting ID: 709 658 8400**

11
12 **Follow the prompts as directed. Be sure to set your**
13 **phone to mute until called on**

14 The Council Packet is available online by scanning this code:
15 or by going to www.newcastlecolorado.org



16
17
18 **Call to Order**

19 Mayor A Riddile called the meeting to order at 7:00 p.m.

20
21 **Pledge of Allegiance**

22
23 **Roll Call**

24 Present	Councilor Mariscal (virtually) (left at 7:47 p.m.)
	Councilor Carey (arrived at 7:15 p.m.)
	Councilor Hazelton
	Mayor A Riddile
	Councilor Copeland
	Councilor Leland
	Councilor G Riddile (arrived at 7:15 p.m.)
31 Absent	None

32
33 Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Melody
34 Harrison, Town Treasurer Loni Burk and members of the public.

35
36 **Meeting Notice**

37 Town Clerk Melody Harrison verified that her office gave notice of the meeting in
38 accordance with Resolution TC 2022-1.

39
40 **Conflicts of Interest**

41 There were no conflicts of interest.

42
43 **Agenda Changes**

44 Clerk Harrison told the council that staff wished to remove Ordinance TC 2022-13 which
45 was the ordinance for the supplemental budget. She said that the ordinance had been
46 publicly noticed which was why it was left on the agenda, however, a supplemental

1 budget was not needed for 2022 and that the ordinance was no longer necessary. The
2 council agreed.
3 Clerk Harrison also told the council that staff did not want to begin item D, which was the
4 budget resolution, until Councilors G Riddile and Carey arrived so staff asked for flexibility
5 to move the item if necessary. The council agreed.
6
7

8 **Citizen Comments on Items not on the Agenda**

9 There were no citizen comments.

10

11 **Consultant Reports**

12 Consultant Attorney – not present.

13 Consultant Engineer - not present.
14
15

16 **Items for Consideration**
17
18

19 **Discussion: Rolling Fork Food Truck**

20 Aaron Shockley, Owner, Rolling Fork Food Truck.

21 Mr. Shockley greeted the council. He said that his business leased the kitchen space in the
22 Lakota Recreation Center and that he had been in business since 2020. He said that they
23 tried to be active in the New Castle community because New Castle was his home.

24 Mr. Shockley said that they had the opportunity during the winter of 2020 to have their
25 food truck at Burning Mountain Park once per week. He said there had been a good
26 turnout.

27 Mr. Shockley said that they had been using the rec center parking lot in Lakota for their
28 location, utilizing the building's canopy as a drive thru, but wanted to get back into the
29 downtown area. He said that with the loss of 88 Grill he felt there was a need, and having
30 guests come from other towns to eat on his food truck would bring more business into the
31 downtown area.

32 Mr. Shockley explained his proposal to the council, and the council and staff discussed it
33 with Mr. Shockley in detail and the council liked the idea of Rolling Fork Food Truck in the
34 downtown, particularly on Sundays when many other restaurants were closed.

35 The council and staff discussed the next steps for Rolling Fork which included determining
36 a location as well as an application process to license the business.

37 Mr. Shockley thanked the council for their time.
38
39

40 **Consider Grants to Outside Agencies**

41 Administrative Assistant Rochelle Firth greeted the council. She said that it was the
42 second round for 2022, and that there were seven non-profits that had applied for
43 funding.

44 Admin. Asst. Firth reviewed each application for the council and explained what service
45 each organization provided for the community, how much they were asking for and staff's
46 recommendation for awards.

1 After a brief discussion, the council agreed with the staff recommendations for awards for
2 grants to outside agencies.

3 **MOTION: Mayor A Riddile made a motion to approve the staff recommendations**
4 **for grants to outside agencies. Councilor Copeland seconded the motion and it**
5 **passed unanimously.**

6
7
8 ~~**Consider Ordinance TC 2022-13 - An Ordinance of the Town of New Castle,**~~
9 ~~**Colorado summarizing additional expenditures for the Utility Fund, Conservation**~~
10 ~~**Trust Fund and Cemetery Fund, and adopting a supplemental budget for the**~~
11 ~~**Town of New Castle, Colorado, for the calendar year beginning on the first day of**~~
12 ~~**January, 2022 and ending on the last day of December, 2022 (1st reading)**~~
13 ~~**This item was removed from the agenda because a supplemental budget was not**~~
14 ~~**necessary for the budget year 2022.**~~

15
16
17 **Consider Resolution TC 2022-29 - A Resolution of the Town Council of the Town**
18 **of New Castle Adopting a Budget for the Town of New Castle, Colorado, for the**
19 **Fiscal Year Beginning on January 1, 2023 and Ending on December 31, 2023,**
20 **Appropriating the Amounts Specified in the Budget as Expenditures from the**
21 **Funds Indicated, Levying the Property Tax Proposed in the Budget, and**
22 **Reserving and Designating Certain Amounts in Each Fund.**

23 Town Treasurer Loni Burk greeted the council. She explained that initially she thought a
24 supplemental budget would be needed because of cost overruns on the biosolids drying
25 facility but as some other projects slated for 2022 did not happen because of supply
26 issues and contractor issue and those projects were moved into 2023. That freed up
27 funding for 2022 which covered the cost of the overruns for the biosolids drying facility so
28 the supplemental budget was not needed.

29
30 Treasurer Burk said that the council and staff had talked through the proposed budget
31 several times, but there were a few items that she had updated. Treasurer Burk reviewed
32 the most recent changes for the council.

33 Treasurer Burk also provided the council with a review of each fund in detail.

34
35 Mayor A Riddile opened the public hearing at 7:28 p.m.

36
37 There was no public testimony.

38
39 Mayor A Riddile closed the public hearing at 7:29 p.m.

40
41 **MOTION: Councilor G Riddile made a motion to approve Resolution TC 2022-29,**
42 **A Resolution of the Town Council of the Town of New Castle Adopting a Budget**
43 **for the Town of New Castle, Colorado, for the Fiscal Year Beginning on January 1,**
44 **2023 and Ending on December 31, 2023, Appropriating the Amounts Specified in**
45 **the Budget as Expenditures from the Funds Indicated, Levying the Property Tax**
46 **Proposed in the Budget, and Reserving and Designating Certain Amounts in Each**
47 **Fund. Councilor Carey seconded the motion and it passed on a roll-call vote:**

1 **Councilor Leland: yes; Mayor A Riddile: yes; Councilor Hazelton: yes; Councilor G**
2 **Riddile: yes; Councilor Copeland: yes; Councilor Carey: yes; Councilor Mariscal:**
3 **yes.**
4
5

6 **Climate Environment Commission update & Discussion of EV Charging Station**

7 Councilor Leland told the council that there were two items for discussion. The first was
8 the goals document which was in the packet. He said that GCE was asking the member
9 entities to endorse the goals as a good direction for GCE to be taking. Councilor Leland
10 said that the goals document would be referred to when appropriate and that will be done
11 through the CEC as they move ahead with relevant projects.

12 Councilor Leland suggested that the council motion to approve the goals document.

13 **MOTION: Councilor Leland made a motion that the Town of New Castle Town**
14 **Council endorsed the Garfield Energy Action Plan. Councilor Hazelton seconded**
15 **the motion and it passed unanimously.**
16

17 Councilor Leland said that the second item was the additional EV charging station on the
18 Kamm lot and possibly one in New Castle Plaza. He said they were ready to finalize plans
19 for the Kamm lot station, but Administrator Reynolds and Public Works Director John
20 Wenzel had done more research on it and came up with some qualifying information.
21 Councilor Leland offered that Administrator Reynolds would explain.

22 Administrator Reynolds said that the charging station installed on the Kamm lot was
23 funded by a grant, and that grant included a software package by which the stations use
24 could be tracked. He said the daytime station use ranged between 17 and 20 percent of
25 the time which was much less than expected, and the use dropped off at night.

26 Administrator Reynolds said that he and Councilor Leland and Director Wenzel discussed it
27 and there did not seem to be wisdom in adding another station to the Kamm lot when the
28 ones there were not necessarily drawing people to the downtown because the majority of
29 users were locals, not visitors. Administrator Reynolds said that installing a higher-speed
30 charging station may be of value.

31 Mayor A Riddile said that he had spoken to Rue Balcomb and she suggested that an EV
32 charging station in the New Castle Plaza did not make sense until after the roundabout
33 went in because they would be installing utilities at that time.

34 Council and staff briefly discussed charging station opportunities.
35
36

37 **Consider Resolution TC 2022-30 - A Resolution of the Town Council of the Town**
38 **of New Castle Adopting a Directory of Fees and Charges for the Town**

39 Clerk Harrison told the council that the town was required to readopt the directory of fees
40 and charges each year. She briefly reviewed the proposed changes for the 2023 directory.

41 **MOTION: Mayor A Riddile made a motion to approve Resolution Tc 2022-30, A**
42 **Resolution of the Town Council of the Town of New Castle Adopting a Directory**
43 **of Fees and Charges for the Town. Councilor Copeland seconded the motion and**
44 **it passed unanimously.**
45
46
47

1 **Consider Ordinance TC 2022-12 - an Ordinance of the New Castle Town Council**
2 **Amending Chapters 16.04 and 16.28 of the Municipal Code Concerning Street**
3 **and Other Standards (2nd reading)**

4 Administrator Reynolds said that director Wenzel and Town Planner Paul Smith had been
5 working on changes to the public works manual, and those changes had been approved at
6 a previous meeting. Administrator Reynolds said that the purpose of the ordinance was to
7 reference the public works manual. He said the ordinance had been passed on first
8 reading, and there had not been any significant changes to the ordinance since first
9 reading.

10 **MOTION: Councilor G Riddile made a motion to approve Ordinance TC 2022-12,**
11 **an Ordinance of the New Castle Town Council Amending Chapters 16.04 and**
12 **16.28 of the Municipal Code Concerning Street and Other Standards on 2nd**
13 **reading. Councilor Copeland seconded the motion and it passed on a roll-call**
14 **vote: Councilor G Riddile: yes; Councilor Carey: yes; Mayor A Riddile: yes;**
15 **Councilor Leland: yes; Councilor Copeland: yes; Councilor Hazelton: yes.**

16
17
18 **Consider Approval of a Prosecutor Service Agreement**

19 Administrator Reynolds told the council that Tim Graves had been working as the town
20 prosecutor since Angela Roff had been appointed to the bench. He said that our attorneys
21 had been working with Mr. Graves to work out a service agreement that was essentially
22 the same as the one Ms. Roff worked under for years.

23 Administrator Reynolds said that the agreement under consideration was a two-year
24 agreement that would automatically renew. He said that Mr. Graves had been doing an
25 excellent job in the municipal court.

26 **MOTION: Councilor G Riddile made a motion to approve the prosecutor service**
27 **agreement. Councilor Carey seconded the motion and it passed unanimously.**

28
29
30 **Consider Approval of a Contract for the Purchase of Police Body Cameras**

31 Administrator Reynolds reminded the council that several years ago the state passed SB
32 2020-217 that required that all police departments use body cameras. The deadline for
33 that is June 2023, but the town was far ahead of that and has already purchased body
34 cameras, the editing software and hired an additional police clerk. Administrator Reynolds
35 said that just 2.5 years into it, the body cameras had begun to fail and the company who
36 made them had been bought out and no longer serviced the cameras. Police Chief Chuck
37 Burrows and Office Justin Reynolds had done some research and found three companies
38 they had reached out to for quotes. One company stood out from the others in terms of
39 quality equipment, service and support. The company was Axon, and many other agencies
40 in the valley used them, so much so that dispatch has software that speaks to the Axon
41 camera system, and the DA's office indicated that Axon was the system of choice.

42 Administrator Reynolds said that staff suggested approving the contract with Axon.
43 Police Officer Justin Reynolds told the council that the district attorney's office already
44 used Axon products along with Rifle, Silt and Glenwood Springs. He said that the other
45 advantage with Axon was that Axon will allow the town to get a year into the contract and
46 then retroactively apply for grant funding for the cameras. He said that he had a grant in
47 mind through the Small Rural Tribal Body-Worn Camera Program whose grant cycle will

1 open up in 2023, and there was a 90% chance of being funded. Officer Reynolds said that
2 there were other grants through the department of revenue marijuana division and that
3 one will also retrofit. Officer Reynolds said that the police department was already
4 integrated with Axon with their tasers. In using Axon cameras, if a taser is activated it
5 also activates all body cameras within a 25-foot radius. In addition, Officer Reynolds said
6 that the evidence management system was integrated with dispatch, and if the town ever
7 upgraded capabilities to include in-car computer terminals that al integrated with
8 dispatch, the Axon cameras will integrate with the systems in dispatch. Other cameras
9 would require additional software and licensing to integrate with dispatch.

10 The council and staff discussed more details about the Axon system, equipment and
11 software.

12 **MOTION: Mayor A Riddile made a motion to approve the contract for the**
13 **purchase of police body cameras. Councilor Copeland seconded the motion and it**
14 **passed unanimously.**

15
16
17 **Consider a Motion to Begin the December 20, 2022, Town Council Meeting at**
18 **5:30 p.m.**

19 **MOTION: Councilor Hazelton made a motion to begin the December 20, 2022**
20 **council meeting at 5:30 p.m. Councilor G Riddile seconded the motion and it**
21 **passed with Councilor Carey voting no.**

22 23 24 **Consent Agenda**

25 November Bills of \$ 556,311.40

26 Tapatios Hotel & Restaurant Liquor License Renewal

27 **MOTION: Mayor A Riddile made a motion to approve the consent agenda.**
28 **Councilor G Riddile seconded the motion and it passed unanimously.**

29 30 31 32 **Staff Reports**

33 Town Administrator – Administrator Reynolds said that Clerk Harrison, Admin. Asst. Firth
34 and himself had been baking cookies for the seniors and they will be delivering them to
35 the senior lunches. Administrator Reynolds said that staff had been working with the Post
36 Office on a water issue and it should be resolved soon. Administrator Reynolds said that
37 there were parking issues at the Lakota Senior Housing that they were trying to work
38 through. Administrator Reynolds said that he had discussed previously with the council
39 that he had been approached by a Grand Junction attorney regarding some water shares
40 on the Ware and Hinds ditch they were trying to sell. He said that he had Mike Sawyer,
41 the town’s water attorney, look at the shares, and unfortunately, while the shares are
42 senior ones, they could only be used for raw water irrigation. Administrator Reynolds
43 asked the council for their opinion. After a brief discussion the council agreed that it was
44 not a value to the town to pursue the purchase of the shares. Administrator Reynolds said
45 that the street going up to senior housing where the parking issue was, does not have a
46 street sign. He said staff went back to the approval and discovered that it had never been
47 named. He asked if the council thought there should be a street-naming contest or if they

1 had some other idea. Councilor G Riddile suggested that the street be named after Mary
2 Metzger who had been on council for many years and was instrumental in bringing the
3 senior housing into town. The council and staff loved the idea. Administrator Reynolds
4 said that he will speak to her husband, Larry Metzger, to see how he felt about it.
5 Administrator Reynolds said that the police department would not be doing their own
6 Shop-With-A-Cop, rather , they have assisted other agencies in their efforts. He said the
7 police department will bring the event back to New Castle in 2023. He said that through
8 the event, the police officers met a potential police officer candidate who is interested in
9 New Castle. The woman has completed her applications and done some ride-alongs with
10 the cops. Administrator Reynolds said that they had also spoken to Stu Curry, the
11 academy director, who said he could get her assigned to the spring academy session.
12 Administrator Reynolds said that they had another gentleman who would be attending the
13 academy in Breckenridge that they were interested in. He said that recruitment for the
14 police was looking good. Administrator Reynolds said that staff had put together a gift
15 basket for Steve Rippy.
16 Town Clerk – Clerk Harrison told the council that her office was busy closing out 2022 and
17 beginning licensing for 2023. Clerk Harrison said that Deputy Clerk Bordelon would be
18 taking some time off over the holidays, and Deputy Clerk Andis may take a few days off
19 as well. Clerk Harrison said that she had found out the day before that she had been
20 appointed to a seat on the Colorado Municipal Clerks Association Liquor Enforcement
21 Committee, and the first meeting will be in the beginning of January.
22 Town Treasurer – Treasurer Burk said that the finance department was busy with year-
23 end.
24 Town Planner – not present.
25 Public Works Director – not present.

28 **Commission Reports**

29 Planning & Zoning Commission – nothing to report.
30 Historic Preservation Commission – nothing to report.
31 Climate and Environment Commission – nothing to report.
32 Senior Program – nothing to report.
33 RFTA – nothing to report.
34 AGNC – Councilor Hazelton said that they had gone over year-end information. He also
35 told the council that Senator Rankin had resigned.
36 GCE – nothing to report.
37 EAB – nothing to report.

40 **Council Comments**

41 Councilor Carey said that she had attended the Effective Governance Workshop and it was
42 really good. She noted that the council and town really had their stuff together. She said
43 that all the issues she had heard about from other towns New Castle had already figured
44 out and the council and staff did a great job.
45 Councilor G Riddile said that the chili cook-off and tree-lighting was great, and he thanked
46 the staff.

1 Mayor A Riddile told the council that the town Christmas party would be on December 20
2 and began at 6:00 p.m. He asked everyone to make sure to RSVP.
3 Mayor A Riddile said that the tree-lighting was fun and there were many positive
4 comments.
5 Mayor A Riddile said that there had been an Elk Creek Elementary School field trip to the
6 town water and wastewater facilities. The kids all had a good time.
7 Mayor A Riddile said that he had heard comments from residents of Silt Mesa saying how
8 wonderful it was that New Castle had the bulk water station and how great the water was,
9 as well as being less expensive than Silt.
10 Administrator Reynolds said that he had heard that Silt had increased their bulk water
11 rates by fifty percent.

12
13 **MOTION: Mayor A Riddile made a motion to adjourn. Councilor G Riddile**
14 **seconded the motion and it passed unanimously.**

15
16
17 The meeting adjourned at 8:41 p.m.

18
19
20 Respectfully submitted,

21
22
23
24
25 _____
26 Mayor A Riddile

27
28
29 _____
30 Town Clerk Melody Harrison, CMC

1 **New Castle Town Council Regular Meeting**
2 **Tuesday, December 20, 2022, 5:30 PM**

3
4 Virtual Meetings are subject to internet and technical capabilities.

5
6 [To join by computer, smart phone or tablet click HERE](#)

7
8 If you prefer to telephone in:
9 Please call: 1-346-248-7799
10 Meeting ID: 709 658 8400

11
12 Follow the prompts as directed. Be sure to set your
13 phone to mute until called on

14 The Council Packet is available [HERE](#)

15
16 **Call to Order**

17 Mayor A Riddile called the meeting to order at 5:30 p.m.

18
19
20 **Pledge of Allegiance**

21
22
23 **Roll Call**

24 Present	Councilor Mariscal
	Councilor Carey (arrived at 5:32 p.m.)
	Councilor Hazelton
	Mayor A Riddile
	Councilor Copeland
	Councilor G Riddile
30 Absent	Councilor Leland

31
32 Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Melody
33 Harrison, Town Treasurer Loni Burk, Administrative Assistant Rochelle Firth and members
34 of the public.

35
36 **MOTION: Mayor A Riddile made a motion to excuse Councilor Leland's absence.**
37 **Councilor Copeland seconded the motion and it passed unanimously.**

38
39
40 **Meeting Notice**

41 Town Clerk Melody Harrison verified that her office gave notice of the meeting in
42 accordance with TC 2022-1.

43
44
45 **Conflicts of Interest**

46 There were no conflicts of interest.

1 **Agenda Changes**

2 There were no agenda changes.

3

4

5 **Citizen Comments on Items not on the Agenda**

6 There were no citizen comments.

7

8

9 **Consultant Reports**

10 Consultant Attorney – not present

11 Consultant Engineer - not present.

12

13 **Items for Consideration**

14

15 Mayor A Riddile asked the council members for their assistance after the Christmas party
16 for clean-up.

17

18 Mayor A Riddile congratulated Clerk Harrison for the compliment from CEC Chair Denise
19 Scheberle for her involvement with that commission.

20 Mayor A Riddile also congratulated Clerk Harrison on her recent marriage.

21

22

23 **Presentation: The Year in Review**

24 Town Administrator Dave Reynolds said that at the last meeting of the year there was not
25 much business, but Administrative Assistant Rochelle Firth had done a Year-In-Review
26 presentation.

27

28 The council and staff watched the power point presentation.

29

30

31 **Staff Reports**

32 Town Administrator – nothing to report.

33 Town Clerk – nothing to report.

34 Town Treasurer – nothing to report.

35 Town Planner – not present.

36 Public Works Director – not present.

37

38

39 **Commission Reports**

40 Planning & Zoning Commission – nothing to report.

41 Historic Preservation Commission – nothing to report.

42 Climate and Environment Commission – nothing to report.

43 Senior Program – nothing to report.

44 RFTA – nothing to report.

45 AGNC – nothing to report.

46 GCE

47 EAB

48

49

1 **Council Comments**

2 There were no council comments.

3

4

5 **MOTION: Mayor A Riddile made a motion to adjourn. Councilor Copeland**
6 **seconded the motion and it passed unanimously.**

7

8 The meeting adjourned at 5:49 p.m.

9

10

11

12 Respectfully submitted,

13

14

15

16

Mayor Art Riddile

17

18

19

20

Town Clerk Melody Harrison, CMC

21

22

DRAFT